

ELECTION DAY 7:00 PM – DONE

STAFF

Auditor

Auditor's Office staff (3)

Maintenance Staff – to assist Precinct workers with ballot boxes and supplies returned to the Auditor's Office after the polls close (boys scouts have volunteered to assist in previous years)

Resolution Board – 1 Democrat and 1 Republican (the Register of Deeds and her Deputy have taken care of this duty for a number of years)

Additional staff – 1 to 2 persons to assist with checking in ballot supplies from the precincts

TIMELINE

Turn on the ballot counter approximately one hour before the polls close and verify that the correct date and time are set on the counter and replace pick belt if needed. We usually ask our Maintenance department to lower the temperature in the room where we will be counting ballots and we run a fan in that room during the day to keep the room well ventilated and to reduce humidity.

All persons assisting with the ballot counting procedure are asked to be in the Auditor's office by 6:30 PM and at this time sign their oaths as applicable.

7:00 PM – the Superintendent of each precinct shall note voters who are standing in line to vote and those voters will be allowed to vote. The precinct workers then proceed to close down their precinct by completing the recap sheet and statement of ballot clerks. The Recap sheet is then placed in the ballot box with the voted ballots for use by the Counting officials at the Auditor's office. All supplies and sealed ballot boxes are then transported to the Auditor's Office by two members of the precinct election board, of different major political parties, by the most direct route. Upon arrival at the Auditor's Office, the ballot box is received by Auditor's staff who then inspect the seals on the ballot boxes to ensure they were in fact locked during transport. The time of delivery, precinct name and ballot box seal numbers are recorded by the Auditor's staff on a log in sheet which the Precinct workers then sign. Remaining supplies are secured in the Auditor's office.

At 7:00 PM the Absentee ballots and absentee ballot recap sheets are collected from the Absentee Board to process with the ballots voted at the polls. The Absentee Board remains on site until 7:00 PM in the event an absentee ballot is delivered to the Auditor's just before the polls close. The Absentee Board processes ballots throughout the day in the office of the County Commissioners as supervised by the Auditor's office.

Before ballots are counted the test deck is once again run through the ballot counter and verified for accuracy. The blank ballot option is turned on. Totals are then zeroed from the ballot counter and the ballot counting process begins.

Ballots and recap sheets are removed from the ballot boxes and the ballots, one precinct at a time, are placed in the ballot jogger for a short time. We also use a hair dryer and blow warm air on the ballots while they are in the jogger to help remove humidity and paper dust. This was a tip we received from an ES&S technician during routine maintenance on the ballot counter. The precinct header is run through the ballot counter and then the ballots for that precinct are also run through the counter.

After the last ballot for each precinct is counted the recap sheet is used to verify that the number of ballots counted matches the number on the recap. The counted ballots are then placed in an empty ballot box with the precinct header (we have a header for each precinct) and are separated with colored paper. When one ballot box is full that box is locked and the seal numbers are recorded along with which precincts are in each box. A "last precinct counted" report is printed with the original going to the Auditor along with the recap sheet and copies of the precinct report are made for any members of the press or public present for the counting process. For election night we run a short precinct report that does not print the over or under votes. One staff person is dedicated to updating the election night reporting system as quickly as possible. After each precinct is finished we save the totals to a zip disk in the zip drive.

An air duster is used to blow out the ballot counter after each precinct is counted. Rubbing alcohol and a lint free cloth are kept handy to use as necessary.

The Resolution Board assists with emptying out ballot boxes and jogging the ballots until they are required to duplicate a ballot. We have blank ballots close by for this process but still kept away from the general work area. When it's necessary to duplicate a ballot we let the press and public, who are present, know what we are doing and why. We normally have two radio stations and a newspaper present for the counting. Very few candidates or candidate representatives are present for this process.

Precincts are counted at random with no specific order and after the last precinct is counted and data is entered into ST25 and verified we send a fax to ES&S notifying them we are wrapping it up.

Provisional ballots, if any, are locked up to be investigated the next morning. Ballot boxes are secured and the office is locked down.

OATH BY TABULATION CENTER EMPLOYEES

I, _____, do hereby solemnly swear that I will perform the duty of tabulating the ballots, according to law and to the best of my ability and that I will studiously endeavor to prevent fraud, deceit, and abuse in tabulating the ballots I am about to count.

(Signed) _____

Subscribed and sworn to before me this 5th day of November, 2002.

Cordington County Auditor

SEAL

OATH OF RESOLUTION BOARD

We the Resolution Board do solemnly swear that we will perform the duties of the Resolution Board according to law and the best of our ability and that we will studiously endeavor to prevent fraud, deceit, and abuse in conducting the duplication of rejected ballots.

Subscribed this _____ day of _____, 20____

RESOLUTION BOARD

The resolution board shall determine the disposition of those ballots which cannot be properly counted by the tabulating equipment. A true duplicate copy shall be made of any ballot in question and substituted for the rejected ballot. All duplicate ballots shall be clearly labeled "duplicate" shall bear a serial number which shall be registered on the rejected ballot, and shall be counted in lieu of the rejected ballot.

The serial number will be the precinct number and then the number of ballot in that precinct duplicated (example A-1#1)

CODINGTON COUNTY RESOLUTION BOARD LOG

2010 General Election

PROBLEM

VM - VOTER MISMARKED

UI - UNCLEAR INTENT

BB - BLANK BALLOT

TS - TORN BALLOT

UR - SCANNER WONT READ

BS – INCORRECT BALLOT STOCK FOR THE PRECINCT

ACTION TAKEN

OM - OVERMARKED

NA - NO ACTION

RP - REPLACED/DUPLICATED

BALLOT

#

PRECINCT

PROBLEM

ACTION TAKEN

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings visible.

BALLOT RECAP SHEET
OPTICAL SCAN VOTING SYSTEM

NOVEMBER 2, 2010 GENERAL ELECTION PRECINCT **SAMPLE**

1. Official Ballots received from Auditor	
2. + Additional Ballots received during the day	
3. = (subtotal 1 + 2) Total Ballots received	
4. Ballots Spoiled	
5. + Ballots unvoted at end of the Day	
6. = Total (add lines 4 and 5)	
7. Ballots voted (line 3 minus line 6)	
8. Provisional Ballots Voted	
9. Ballots to be counted (line 7 minus line 8)	
10. Enter number of Voters from Pollbook	

If lines 7 and 10 are not the same, compare the voters in the pollbook and the registration list and correct any mistakes.

Witness our hands this 2nd day of November, 2010

Superintendent

Deputy

Deputy

Deputy

Deputy

PLACE INSIDE BALLOT BOX WITH VOTED BALLOTS

Discrepancies noted by Resolution Board

Signed: _____

Resolution Board

PRECINCT

SAMPLE

Ballots received from Auditor	
Ballots received after polls open	
TOTAL Ballots Received	
Regular Voted Ballots	
Provisional Voted Ballots	
Unused Ballots	
Spoiled Ballots	
TOTAL Ballots Returned	

Total Ballots received and total ballots returned should be the same number.

This recapitulation sheet, together with the spoiled and unused ballots, shall be returned to the person in charge of the election. It shall not be placed in the ballot box.

Codington County, South Dakota

Witness this our hands this 2nd day of November, 2010

Superintendent of Election

Precinct Deputy

Precinct Deputy

Precinct Deputy

Precinct Deputy

PRECINCT

TIME

SEAL

NUMBERS

LOCKED
UNLOCKED

PRECINCT WORKERS

A-1	7:30 PM	123456 123457	Locked	Mary Smith Jane Johnson
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